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Library Trustees Minutes 10-08-2002

Robbins Library Board of Trustees

October 8, 2002

Call to Order

Ms. Radochia called the meeting to order at 7:38 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Patricia Deal was absent. Also attending was library director Maryellen Loud. Assistant director Cynthia Diminture was absent.

Approval of Minutes

The attendance at September's meeting was corrected to include Ms. Ruderman and note that Ms. Muldoon was absent. A few minor corrections were made. Mr. Murphy moved to accept the minutes as corrected; the motion was seconded and passed.

Communications

Ms. Loud received a request from a local photographer to photograph the library for greeting cards that she sells. Ms. Loud consulted with Mr. Maher, who assured her that she could refuse the request, as the Friends of the Library may want to have similar work done as a fundraising venture. After some discussion, the trustees agreed that she should explain the refusal to the photographer.

Robbins Print Collection

The library has received an estimate from a new company for building plywood shelving for print storage at \$20,650 —about \$3000 less than the previous estimate (for plywood) from Out of the Woods. Meanwhile, however, Nancy Gentile has been in touch with people at the Northeast Document Conservation Center, who advised her that the prints should be stored on "powder-coated metal shelving." She believes that the final cost will be about \$20,000.

Ms. Ruderman suggested that the architectural firm that did the space study plan be consulted for suggesting vendors to contact for estimates. The trustees agreed to wait another month for comparable estimates from interested companies.

Ms. Muldoon reported her calculations of the Print Fund's ability to pay the costs of building shelving. If it is considered a capital expenditure, as she thinks it should be, she recommends the expenditure, as it will save constant, annual, uncertain storage costs, stretching out indefinitely in the future. She also reported on the allocations from the two funds for the coming year: \$1800 for circulating prints and \$200 for personnel (\$2000 total) to be taken from the Robbins Print Fund and \$2500 additional personnel costs for Nancy Gentile, \$500 for loaning expenses and \$500 for preparation and mailing of the prints (\$3500 total) to be spent from the Robbins Art Fund.

Ms. Ruderman moved to allocate the funds accordingly.

Updating of Trustee By-Laws

Mr. Murphy is in the process of examining the trustee by-laws and has raised several questions for the board to discuss in view of making certain changes — chiefly to bring the by-laws in line with current practice. The trustees discussed the question (Article IV-A) whether the office of Secretary should be more accurately defined, eliminated

or combined with Vice-Chairman. Article IV-F was questioned and various suggestions made that the number of consecutive terms of elected officers should be limited in some cases to three. Ms. Muldoon pointed out that the duties of trust officers outlined in Article V-B should be listed as including also preparation of the budget. Mr. Murphy will continue to work on any necessary rewriting.

Cell Phone Policy

The library's cell phone policy was clarified to reflect the fact that the trustees disapprove of cell phone use in the library but recognize that there should be a place for really necessary calls. They may be made only in the telephone lobby.

FY2003 and 2004 Budget Updates

The trustees discussed the recent action of the town selectmen rescinding the decision (made jointly by the library director and the town manager) to meet the budget requirements by closing Fox Library on Friday afternoons. The selectmen also canceled the hiring of some personnel. The trustees expressed concern that the action was taken without consultation with the library director. The director is preparing a report for the selectmen and the town manager. Ms. Loud is starting on the FY2004 budget to be discussed with the town manager at the end of October and preliminaries brought to the trustee meeting in November.

Sing-alongs

Problems continue with parents turned away from overcrowded sing-alongs. Several possibilities have been suggested including some parents organizing extra sessions, or moving the events offsite. The matter was discussed but no immediate action taken.

Fundraising

Ms. Ruderman pointed out that soliciting should start at the end of November or early December. She will write a new letter, which should go out early in December. She suggested getting data on new-property purchases in order to add prospective donors to the database.

Author Program

Mameve Medwed will be speaking on October 10th. Ms. Radochia will organize preparations for the event.

Director's Report

The report was read and accepted as written.

Adjournment

The meeting was adjourned at 9:37PM on a motion by Mr. Murphy, seconded and carried. The next meeting will be held on Tuesday, November 12th at 7:30 PM.

Respectfully submitted,

Katharine Lawrence